

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 06-140

OPENING DATE: 12 May 2006

CLOSING DATE: 12 June 2006

ANTICIPATED FILL DATE: 23 Jul 06

POSITION TITLE AND NUMBER

Military Personnel Technician
PDCN 70631000 MD # 2144-08L

UNIT/ACTIVITY AND DUTY LOCATION

HQ, 449th Avn. Bde, NCARNG
Kinston, North Carolina

GRADE AND SALARY (Includes Locality Pay of 12.52%)

GS-0201-08 \$38,890.00 - \$50,556.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATIONS REQUIREMENTS: Must have 15 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience *(with inclusive dates that reflect 15 months of specialized experience)* that provided that KSA. It is **REQUIRED** that this statement be attached to the application. **Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position.** For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Knowledge of a comprehensive body of regulations and procedures to provide regulatory guidance and recommendations to the senior personnel and administrative officer and battalion staff for all personnel actions (i.e. discharges, promotions, reductions, awards and decorations, personnel evaluation reports, military code violations, line of duty investigations/determinations, benefits, etc).
2. Knowledge of administrative and personnel actions to conduct subordinate unit inspections and assistance visits, and information to identify trends, conduct analysis, and develop recommendations to enhance personnel readiness.
3. Knowledge of personnel authorizations, unit manning documents, duty assignment requirements and criteria sufficient to improve personnel readiness levels, and strength maintenance procedures of the unit in order to assist in the performance, coordination and support of recruiting activities.
4. Knowledge of personnel deployment requirements to provide procedural guidance in the maintenance of individual mobilization files, review and monitor the status of personnel and medical deployment requirements, and the publication of required personnel orders.
5. Knowledge of officer and enlisted promotion systems sufficient to provide procedural guidance, reviews packets for accuracy, and knowledge of the accession and appointment requirements for officer and warrant officer candidates.
6. Knowledge of administrative medical actions to provide procedural guidance to subordinate unit administrative personnel in the management and administration of Line of Duty (LOD) investigations, physical exams, profiles, medical MOS retention boards, fitness for duty, vaccinations, and automated data system for the purpose of medical readiness. Advisor to the LOD investigating officer on procedural and regulatory guidelines.

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7. Ability to plan and organize work.

8. Knowledge of Active Guard Reserve (AGR) policies and regulations sufficient to provide guidance and support to subordinate unit personnel in the administration of AGR leave and medical support requirements.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG in the unit of employment is mandatory. (CMF 42, 92, Predominate MOS of Unit or Organization)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statements.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Plans, organizes, and administers the military personnel program for the organization. Assists in the preparation for and executes command level inspections in the area of personnel and administration. Identifies trends and conducts analysis of subordinate feeder information, recurring required reports, findings of assistance visits and inspections, and develops recommendations. Manages the military staffing, classification, assignment and utilization of battalion personnel in accordance with authorized manning documents. Accomplishes or reviews a variety of military personnel transactions including appointments, enlistments, separations, promotions, duty assignments, transfers, medical evaluations, line of duty actions, security clearances, awards and decorations, retirements, etc., and forwards actions to a higher level military personnel office. Provides guidance, reviews, and monitors the timely completion of enlisted evaluations. Prepares and forwards officer evaluation reports. Provides information and assistance to personnel at higher and subordinate levels tasked with completing such transactions. Provides guidance to subordinate unit personnel in the completion and maintenance of individual mobilization packets, applications for passports, and the publication of required personnel orders. Implements the enlisted promotion system at the command level. Establishes suspense dates for subordinate organizations for the completion and submission of packets. Reviews packets prior to submission to higher headquarters for quality and completion. Validates the preliminary enlisted promotion consideration list to ensure all personnel eligible for consideration are included and submits any changes to the state level enlisted promotion manager. Coordinates and publishes all requirements for battalion level enlisted promotion boards as required. Plans and coordinates health service support. Monitors the status of all physicals within the command and ensures appropriate scheduling and completion. Coordinates the completion of annual medical certification requirements and periodic vaccinations. Ensures the completion of and reviews line of duty investigations. Provides technical guidance to subordinate unit administrative personnel in the preparation of formal and informal line of duty investigations. Functions as an advisor to the investigating officer and the command in the execution of formal line of duty investigations. Reviews and/or prepares the packets required for submission to the medical review and profile boards. Assists subordinate units in coordinating with civilian and military medical authorities for required supporting documentation. Provides technical guidance to subordinate unit personnel in the preparation and submission of incapacitation pay packets. Prepares and forwards required documentation or officer promotion packets for required state and federal board actions. Conducts individual records review with the affected officer and makes modifications in preparation for upcoming officer board actions. Provides advice and assistance to the commander and staff pertaining to military personnel administration. Interprets and implements Department of Defense, Department of the Army, Major Command, National Guard, and state regulations, policies and precedents pertaining to the full range of personnel actions. Researches and resolves the most difficult military personnel problems and questions, including those where guidance is only partially relevant or is incomplete. Provides guidance to subordinate unit personnel about benefits and entitlements, career and bonus programs, educational, retirement, and other benefits. Assists applicants and evaluates qualifications for officer

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appointment and provides administrative support in the preparation of appointment packets. Renders authoritative explanations of regulations, methods, procedures, and exceptions involved in individual cases. May provide assistance to soldiers and dependents concerning benefits and entitlements. Ensures military personnel records are kept current and accurate, and contain the proper supporting documentation. Reviews or assembles supporting documentation required at higher levels when processing actions such as involuntary order to active duty, courts martial, fraudulent enlistment, non-selection for retention, administrative discharges, etc. Monitors and reviews copies of unit reports furnished by higher level military personnel offices to identify trends and assist with the management of personnel readiness within the organization. Reviews and submits source documents for military personnel records and retirement accounting. Performs various administrative duties relating to military personnel involving the composition and distribution of correspondence, publications, reports, orders, etc. Serves as the file systems manager for the battalion. Identifies and maintains the publication requirements and accounts for the organization and subordinate elements. Functions as the mail control officer for the organization including postage accounts and duplication equipment records. Provides personnel specific information in developing plans for recruiting and retention within the command. Gathers and prepares information concerning personnel accessions, retention, attendance, and attrition. Prepares press releases, articles, announcements, or advertisements for submission to local news media designed to make the public aware of the National Guard and their role in the community and in national defense. May plan, organize and assign work to employees engaged in administration and personnel work assigned at the command level. Provides technical assistance and guidance to organizational personnel and administrative employees. Revises assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities. May coordinate with the Human Resources Office for actions affecting military leave, the reassignment of full-time personnel, etc. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1